

# **PART III. APPLICATIONS PROCEDURES AND REQUIRMENTS**

## **ARTICLE 1. Criminal History Records Search**

### **6 VAC 20-171-30. Fingerprint processing.**

- A. On or before the first date of hire, each person applying for licensure as a private security services business, including principals, supervisors, and electronic security employees, certification as a private security services training school, certification as a compliance agent or instructor, or a private security registration or private security certification shall submit to the department:
  - 1. Two completed fingerprints cards provided by the department or another electronic method approved by the department;
  - 2. A fingerprint processing application;
  - 3. The applicable nonrefundable fee; and
  - 4. All criminal history conviction information on a form provided by the department.
- B. The department shall submit those fingerprints to the Virginia State Police for the purpose of conducting a Virginia Criminal History Records search and a National Criminal Records search to determine whether the individual or individuals have a record of conviction.
- C. Fingerprints cards found to be unclassifiable will be returned to the applicant. Action on the application will be suspended pending the resubmittal of classifiable fingerprint cards. The applicant shall be so notified in writing and shall submit new fingerprint cards and the applicable, nonrefundable fee to the department before the processing of his application shall resume. However, no such fee may be required if the rejected fingerprint cards are included and attached to the new fingerprint cards when resubmitted and the department is not assessed additional processing fees.
- D. If the applicant is denied by DCJS, the department will notify the applicant by letter regarding the reasons for the denial. The compliance agent will also be notified in writing by DCJS that the applicant has been denied.

### **6 VAC 20-171-40 REPEALED (Reserved)**

## **ARTICLE 2. Private Security Services Business License**

### **6 VAC 20-171-50. Initial business license application.**

- A. Prior to the issuance of a business license, the applicant shall meet or exceed the requirements of licensing and application submittal to the department as set forth in this section.
- B. Each person seeking a license as a private security services business shall file a completed application provided by the department including:
  - 1. For each principal and supervisor of the applying business, their fingerprints pursuant to 6 VAC 20-171-30;
  - 2. Documentation verifying that the applicant has secured a surety bond in the amount of \$100,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the department as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$100,000 and \$300,000 issued by an insurance company authorized to do business in Virginia;
  - 3. For each nonresident applicant for a license, on a form provided by the department, a completed irrevocable consent for the department to serve as service agent for all actions filed in any court in this Commonwealth;
  - 4. For each applicant for a license as a private security services business except sole proprietor or partnership shall submit on a form provided by the department, the identification number issued by the Virginia State Corporation Commission for verification that the entity is authorized to conduct business in the Commonwealth;
  - 5. A physical in Virginia where records required to be maintained by the Code of Virginia and this chapter are kept and available for inspection by the department. A post office box is not a physical;
  - 6. On the license application, designation of at least one individual as compliance agent who is not designated as compliance agent for any other licensee, and who is certified or eligible for certification pursuant to 6 VAC 20-171-70;
  - 7. The applicable, nonrefundable license application fee, and
  - 8. Designate on the license application the type of private security business license you are seeking. The initial business license fee includes one category. A separate fee will be charged for each additional category. The separate categories are identified as follows: Security Officers/Couriers (Armed and Unarmed); Private Investigators; Electronic Security; Armored Car; Personal Protection Specialists; and Security Canine Handlers. Alarm Respondents crossover into both the Security Officer and Electronic Security category, therefore if you are licensed in either of these categories you can provide these services without purchasing an additional category.

- C. Upon completion of the initial license application requirements, the department may issue an initial license for a period not to exceed 24 months.
- D. The department may issue a letter of temporary licensure to businesses seeking licensure under § 9.1-139 of the Code of Virginia for not more than 120 days while awaiting the results of the state and national fingerprint search conducted on the principals and compliance agent of the business, provided the applicant has met the necessary conditions and requirements.
- E. A new license is required whenever there is any change in the ownership or type of organization of the licensed entity that results in the creation of a new legal entity.
- F. Each license shall be issued to the legal business entity named on the application, whether it be a sole proprietorship, partnership, corporation, or other legal entity, and shall be valid only for the legal entity named on the license. No license shall be assigned or otherwise transferred to another legal entity, with the exception of a sole proprietorship or partnership that incorporates to form a new corporate entity where the initial licensee remains as a principal in the newly formed corporation. This exception shall not apply to any existing corporation that purchases the business or assets of an existing sole proprietorship.
- G. Each licensee shall comply with all applicable administrative requirements and standards of conduct and shall not engage in any acts prohibited by applicable sections of the Code of Virginia and this chapter.
- H. Each licensee shall be a United States citizen or legal resident alien of the United States.

**6 VAC 20-171-60. Renewal license application.**

- A. Applications for license renewal should be received by the department at least 30 days prior to expiration. The department will provide a renewal notification to the last known mailing address of the licensee. However, if a renewal notification is not received by the licensee, it is the responsibility of the licensee to ensure renewal requirements are filed with the department. License renewal applications must be received by the department and all license requirements must be completed prior to the expiration date or shall be subject to all applicable, nonrefundable renewal fees plus reinstatement fees. Outstanding fees or monetary penalties owed to DCJS must be paid prior to issuance of said renewal.
- B. Licenses will be renewed for a period not to exceed 24 months.
- C. The department may renew a license when the following are received by the department:
  - 1. A properly completed renewal application;
  - 2. Documentation verifying that the applicant has secured and maintained a surety bond in the amount of \$100,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the department as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$100,000 and \$300,000 issued by an insurance company authorized to do business in Virginia;
  - 3. For any new or additional principals fingerprints must be submitted to the department within thirty (30) days of their hire date pursuant to 6 VAC 20-171-30, provided however that any change in the ownership or type of organization of the licensed entity has not resulted in the creation of a new legal entity pursuant to 6 VAC-20-171-50.
  - 4. On the application, designation of at least one compliance agent who has satisfactorily completed all applicable training requirements;
  - 5. The applicable, nonrefundable license renewal fee, and
  - 6. On the first day of employment, each new and additional supervisor's fingerprints pursuant to 9.1-139.H. of the Code of Virginia.
- D. Each principal and compliance agent listed on the license renewal application shall be in good standing in every jurisdiction where licensed, registered or certified. This subsection shall not apply to any probationary periods during which the individual is eligible to operate under the license, registration or certification.
- E. Any renewal application received after the expiration date of a license shall be subject to the requirements set forth by the reinstatement provisions of this chapter.
- F. On the renewal application you must designate the type of private security business license you wish to renew. The fee will be based upon the category(ies) you select on your renewal application pursuant to 6 VAC 20-171-20.

### **ARTICLE 3. Compliance Agent Certification**

#### **6 VAC 20-171-70. Compliance agent training and certification.**

- A. Each person applying for certification as compliance agent shall meet the minimum requirements for eligibility:
  - 1. Be a minimum of 18 years of age;
  - 2. Have (i) three years of managerial or supervisory experience in a private security services business, a federal, state, or local law-enforcement agency, or in a related field or (ii) five years experience in a private security services business, with a federal, state or local law-enforcement agency, or in a related field.
  - 3. Be a United States citizen or legal resident alien of the United States.
- B. Each person applying for certification as compliance agent shall file with the department:
  - 1. A properly completed application provided by the department;
  - 2. Fingerprint cards pursuant to 6VAC20-171-30;
  - 3. Official documentation verifying that the individual has (i) three years of general managerial or supervisory experience in a private security services business, a federal, state, or local law-enforcement agency, or in a related field or (ii) five years experience in a private security services business, with a federal, state or local law-enforcement agency, or in a related field; and
  - 4. The applicable, nonrefundable application fee.
- C. Following review of all application requirements, the department shall assign the applicant to an entry level compliance agent training session provided by the department, at which the applicant must successfully complete the applicable entry level compliance agent training requirements pursuant to this chapter and achieve a minimum passing score of 80% on the compliance agent examination.
- D. Following completion of the entry level training requirements, the compliance agent must complete in-service training pursuant to the compulsory minimum training standards set forth by this chapter.
- E. Each compliance agent shall comply with all applicable administrative requirements and standards of conduct and shall not engage in any acts prohibited by applicable sections of the Code of Virginia and this chapter.

#### **ARTICLE 4. Private Security Services Training School Certification**

##### **6 VAC 20-171-80. Initial training school application.**

- A. Prior to the issuance of a training school certification, the applicant shall meet or exceed the requirements of certification and application submittal to the department as set forth in this section.
- B. Each person seeking certification as a private security services training school shall file a completed application provided by the department to include:
  - 1. For each principal of the applying training school, their fingerprints pursuant to 6VAC20-171-30;
  - 2. Documentation verifying that the applicant has secured a surety bond in the amount of \$100,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the department as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$100,000 and \$300,000 issued by an insurance company authorized to do business in Virginia;
  - 3. For each nonresident applicant for a training school, on a form provided by the department, a completed irrevocable consent for the department to serve as service agent for all actions filed in any court in this Commonwealth;
  - 4. For each applicant for certification as a private security services training school except sole proprietor and partnership shall submit on a form provided by the department, the identification number issued by the Virginia State Corporation Commission for verification that the entity is authorized to conduct business in the Commonwealth;
  - 5. A physical location in Virginia where records required to be maintained by the Code of Virginia and this chapter are kept and available for inspection by the department. A post office box is not a physical location;
  - 6. On the training school certification application, designation of at least one individual as training director who is not designated as training director for any other training school, and who is certified as an instructor pursuant to Article 5 (6VAC20-171-100 et seq.) of this part. A maximum of four individuals may be designated as an assistant training director;
  - 7. A copy of the curriculum in course outline format for each category of training to be offered; including the hours of instruction with initial and in-service courses on separate documents.
  - 8. A copy of the training school regulations;
  - 9. A copy of the training completion certificate to be used by the training school;
  - 10. A copy of the range regulations to include the assigned DCJS range identification number, if firearms training will be offered; and

11. The applicable, nonrefundable training school certification application fee.
- C. When the department has received and processed a completed application and accompanying material, the department shall inspect the training facilities to ensure conformity with department policy, including an inspection of the firearms range, if applicable, to ensure conformity with the minimum requirements set forth by this chapter.
- D. Upon completion of the initial training school application requirements, the department may issue an initial certification for a period not to exceed 24 months.
- E. The department may issue a letter of temporary certification to training schools for not more than 120 days while awaiting the results of the state and national fingerprint search conducted on the principals and training director of the business, provided the applicant has met the necessary conditions and requirements.
- F. A new certification is required whenever there is any change in the ownership or type of organization of the certified entity that results in the creation of a new legal entity.
- G. Each certification shall be issued to the legal entity named on the application, whether it be a sole proprietorship, partnership, corporation, or other legal entity, and shall be valid only for the legal entity named on the certification. No certification shall be assigned or otherwise transferred to another legal entity, with the exception of a sole proprietorship or partnership that incorporates to form a new corporate entity where the initial licensee remains as a principal in the newly formed corporation. This exception shall not apply to any existing corporation that purchases the training school or assets of an existing sole proprietorship.
- H. Each certified training school shall comply with all applicable administrative requirements and standards of conduct and shall not engage in any acts prohibited by applicable sections of the Code of Virginia and this chapter.



**6 VAC 20-171-90. Renewal training school application.**

- A. Applications for certification renewal should be received by the department at least 30 days prior to expiration. The department will provide a renewal notification to the last known mailing address of the certified training school. However, if a renewal notification is not received by the training school, it is the responsibility of the training school to ensure renewal requirements are filed with the department. Certification renewal applications received by the department after the expiration date shall be subject to all applicable, nonrefundable renewal fees plus reinstatement fees. Outstanding fees or monetary penalties owed to DCJS must be paid prior to issuance of said renewal.
- B. Upon completion of the renewal training school application requirements, the department may issue a renewal certification for a period not to exceed 24 months.
- C. The department may renew a certification when the following are received by the department:
  - 1. A properly completed renewal application;
  - 2. Documentation verifying that the applicant has secured and maintained a surety bond in the amount of \$100,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the department as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$100,000 and \$300,000 issued by an insurance company authorized to do business in Virginia;
  - 3. On the application, designation of at least one certified instructor as training director who has satisfactorily completed all applicable training requirements; and
  - 4. Fingerprints for each new and additional principal pursuant to §9.1.139H. of the Code of Virginia.
  - 5. The applicable, nonrefundable certification renewal fee.
- D. Each principal and instructor listed on the license renewal application shall be in good standing in every jurisdiction where licensed, registered or certified. This subsection shall not apply to any probationary periods during which the individual is eligible to operate under the license, registration or certification.
- E. Any renewal application received after the expiration date of a certification shall be subject to the requirements set forth by the reinstatement provisions of this chapter.

**ARTICLE 5. Private Security Services Instructor Certification**

**6 VAC 20-171-100. Initial instructor application.**

- A. Each person applying for certification as instructor shall meet the minimum requirements for eligibility:
  - 1. Be a minimum of 18 years of age;
  - 2. Have a high school diploma or equivalent (GED);
  - 3. Have successfully completed DCJS instructor development course, within the three years immediately preceding the date of the application, or submits a waiver application for an instructor development course that meets or exceeds standards established by the department; or successful completion of an approved DCJS instructor development program longer than three years prior to the date of application, and has provided documented instruction during the three years immediately preceding, or has provided instruction in a related field at an institution of higher learning;
  - 4. Have a minimum of (i) three years management or supervisory experience, with a private security services business or with any federal, military police, state, county or municipal law-enforcement agency, or in a related field; or (ii) five years general experience in a private security services business, with a federal, state or local law-enforcement agency, or in a related field; or (iii) have a minimum of one year experience as an instructor or teacher at an accredited educational institution or agency in the subject matter for which certification is requested, or in a related field.
  - 5. Be a United States citizen or legal resident alien of the United States.
- B. Each person applying for certification as instructor shall file with the department:
  - 1. A properly completed application provided by the department;
  - 2. Fingerprint cards pursuant to 6VAC20-171-30;
  - 3. Official documentation verifying that the applicant meets the minimum eligibility requirements pursuant to this section;
  - 4. Official documentation verifying previous instructor experience, training, work experience and education for those subjects in which certification is requested. The department will evaluate qualifications based upon the justification provided;
  - 5. The applicable, nonrefundable application fee; and
  - 6. Evidence of status as a United States citizen or legal resident alien of the United States.

- C. In addition to the instructor qualification requirements described in subsections A and B of this section, each applicant for certification as a firearms instructor shall submit to the department:
  - 1. Official documentation that the applicant has successfully completed a DCJS firearms instructor school or submits a waiver application with supporting documentation demonstrating completion of a firearms instructor school specifically designed for law-enforcement or private security personnel that meets or exceeds standards established by the department within the three years immediately preceding the date of the instructor application.
  - 2. Official documentation that the applicant has successfully qualified, with a minimum range qualification of 85%, with each of the following:
    - a. A revolver;
    - b. A semi-automatic handgun; and
    - c. A shotgun.
  - 3. The firearms instructor training must have been completed within the three years immediately preceding the date of the instructor application; or in the event that the school completion occurred prior to three years, the applicant shall have provided firearms instruction during the three years immediately preceding the date of the instructor application.
- D. Upon completion of the initial instructor application requirements, the department may issue an initial certification for a period not to exceed 24 months.
- E. The department may issue a letter of temporary certification to instructors for not more than 120 days while awaiting the results of the state and national fingerprint search provided the applicant has met the necessary conditions and requirements.
- F. Each certification shall be issued to the individual named on the application and shall be valid only for use by that individual. No certification shall be assigned or otherwise transferred to another individual.
- G. Each instructor shall comply with all applicable administrative requirements and standards of conduct and shall not engage in any acts prohibited by applicable sections of the Code of Virginia and this chapter.

**6 VAC 20-171-110. Renewal instructor application.**

- A. Applications for certification renewal should be received by the department at least 30 days prior to expiration. The department will provide a renewal notification to the last known mailing address of the certified instructor. However, if a renewal notification is not received by the instructor, it is the responsibility of the instructor to ensure renewal requirements are filed with the department. Certification renewal applications received by the department after the expiration date shall be subject to all applicable, nonrefundable renewal fees plus reinstatement fees.
- B. Each person applying for instructor certification renewal shall meet the minimum requirements for eligibility as follows:
  - 1. Successfully complete the in-service training within 12 months, immediately preceding the expiration date of the current certification pursuant to the compulsory minimum training standards in Part V (6VAC20-171-360) of this chapter; and
  - 2. Be in good standing in every jurisdiction where licensed, registered or certified. This subdivision shall not apply to any probationary periods during which the individual is eligible to operate under the license, registration or certification.
- C. The department may renew a certification for a period not to exceed 24 months.
- D. The department may renew a certification when the following are received by the department:
  - 1. A properly completed renewal application provided by the department; and
  - 2. The applicable, nonrefundable certification renewal fee.
- E. Any instructor renewal application received by the department shall meet all renewal requirements prior to the expiration date of a certification or shall be subject to the requirements set forth by the reinstatement provisions of this chapter.

## **ARTICLE 6. Private Security Services Registration**

### **6 VAC 20-171-120. Initial registration application.**

- A. Individuals required to be registered, pursuant to § 9.1-139 C of the Code of Virginia, in the categories of armored car personnel, courier, unarmed security officer, armed security officer, security canine handler, private investigator, personal protection specialist, alarm respondent, central station dispatcher, electronic security sales representative, electronic security technician, or electronic security technician's assistant shall meet all registration requirements in this section. Prior to the issuance of a registration, the applicant shall meet or exceed the requirements of registration and application submittal to the department as set forth in this section. Individuals who carry or have access to a firearm while on duty must have a valid registration with a firearm endorsement. If carrying a handgun concealed, the individual must also have a valid concealed handgun permit, and the written permission of his employer pursuant to §18.2-308 of the Code of Virginia.
- B. Each person applying for registration shall meet the minimum requirements for eligibility as follows:
  - 1. Be a minimum of 18 years of age; and
  - 2. Successfully complete all initial training requirements for each registration category, including firearms endorsement if applicable, requested pursuant to the compulsory minimum training standards in Part V (6 VAC 20-171-350) of this chapter.
  - 3. Be a United States citizen or legal resident alien of the United States.
- C. Each person applying for registration shall file with the department:
  - 1. A properly completed application provided by the department;
  - 2. On the application, his mailing address;
  - 3. Fingerprint cards pursuant to 6 VAC 20-171-30; and
  - 4. The applicable, nonrefundable application fee.
- D. Each person seeking or required to seek registration as unarmed security officer, alarm respondent, central station dispatcher, electronic security sales representative, electronic security technician, or electronic security technician's assistant may be employed for a period not to exceed 90 consecutive days in any categories listed above while completing the compulsory minimum training standards, provided:
  - 1. Fingerprint cards have been submitted pursuant to 6 VAC 20-171-30; and
  - 2. The individual is not employed in excess of 120 days without having been issued a registration from the department.
  - 3. The individual did not fail to timely complete the required training with previous employer(s).

- E. Upon completion of the initial registration application requirements, the department may issue an initial registration letter for a period not to exceed 24 months. This registration letter shall be submitted by the applicant to the Virginia Department of Motor Vehicles or other specified entity for a state issued photo identification card.
- F. The department may issue a letter of temporary registration for not more than 120 days while awaiting the results of the state and national fingerprint search, provided the applicant has met the necessary conditions and requirements.
- G. Each registration shall be issued to the individual named on the application and shall be valid only for use by that individual. No registration shall be assigned or otherwise transferred to another individual.
- H. Each registered individual shall comply with all applicable administrative requirements and standards of conduct and shall not engage in any acts prohibited by applicable sections of the Code of Virginia and this chapter.

**6 VAC 20-171-130. Renewal registration application.**

- A. Applications for registration renewal should be received by the department at least 30 days prior to expiration. The department will provide a renewal notification to the last known mailing address of the registered individual. However, if a renewal notification is not received by the individual, it is the responsibility of the individual to ensure renewal requirements are filed with the department. Registration renewal applications received by the department after the expiration date shall be subject to all applicable, nonrefundable renewal fees plus reinstatement fees.
- B. Each person applying for registration renewal shall meet the minimum requirements for eligibility as follows:
  - 1. Successfully complete the in-service training, and firearms retraining if applicable, pursuant to the compulsory minimum training standards set forth by this chapter; and
  - 2. Be in good standing in every jurisdiction where licensed, registered or certified. This subdivision shall not apply to any probationary periods during which the individual is eligible to operate under the license, registration or certification.
- C. The department may renew a registration when the following are received by the department:
  - 1. A properly completed renewal application provided by the department;
  - 2. For individuals applying for renewal with the category of armored car personnel, fingerprint cards submitted pursuant to 6VAC20-171-30; and
  - 3. The applicable, nonrefundable registration renewal fee.
  - 4. For individuals with firearms endorsements, annual firearms retraining must be completed in accordance with 6VAC20-171-400.
- D. Upon completion of the renewal registration application requirements, the department may issue a registration letter for a period not to exceed 24 months. This registration letter shall be submitted by the applicant to the Virginia Department of Motor Vehicles or other specified entity for a state issued photo identification card.
- E. Any renewal application received by the department shall meet all renewal requirements prior to the expiration date of a registration or shall be subject to the requirements set forth by the reinstatement provisions of this chapter.

**ARTICLE 7 REPEALED (Reserved)**

**6 VAC 20-171-140 REPEALED (Reserved)**

**6 VAC 20-171-150 REPEALED (Reserved)**



**ARTICLE 8. Additional Categories/Replacement Identification**

**6 VAC 20-171-160. Additional Category Application.**

- A. Individuals may apply for multiple registration or certification categories during the initial application process by completing the applicable training requirements for each category.
- B. Registered or certified individuals seeking to add categories to a current registration or certification must:
  - 1. Successfully complete all initial training requirements for each additional registration or certification category requested pursuant to the compulsory minimum training standards in Part V (6VAC20-171-350 et seq.) of this chapter;
  - 2. Submit a properly completed application provided by the department; and
  - 3. Submit the applicable, nonrefundable application fee.
- C. Individuals may avoid paying a separate fee for additional registration or certification categories when the categories are requested on the application for renewal.

**6 VAC 20-171-170. Replacement state issued photo identification letter.**

- A. Registered individuals seeking a replacement state issued photo identification letter shall submit to the department:
  - 1. A properly completed application provided by the department; and
  - 2. The applicable, nonrefundable application fee.

## **ARTICLE 9. Reinstatement and Renewal Extension**

### **6 VAC 20-171-180. Reinstatement.**

- A. Any business license, training school certification, instructor certification or registration not renewed on or before the expiration date, shall become null and void. Pursuant to the Code of Virginia, all such persons must currently be licensed, registered or certified with the department to provide private security services.
- B. A renewal application must be received by the department within 60 days following the expiration date of the license or registration in order to be reinstated by the department providing all renewal requirements have been met. Prior to reinstatement the following shall be submitted to the department:
  - 1. The appropriate renewal application and completion of renewal requirements including required training pursuant to this chapter;
  - 2. The applicable, nonrefundable reinstatement fee pursuant to this chapter and in accordance with 6VAC 20-171-20B;

The department shall not reinstate renewal applications received after the 60-day reinstatement period has expired. It is unlawful to operate without a valid registration or license including during reinstatement period; and

The department shall not reinstate business licenses or training school certifications that have become null and void due to not maintaining required insurance or surety bond coverage.

- C. No license, registration or certification shall be renewed or reinstated when all renewal application requirements are received by the department more than 60 days following the expiration date of the license. After that date, the applicant shall meet all initial application requirements, including applicable training requirements.
- D. Following submittal of all reinstatement requirements, the department will process and may approve any application for reinstatement pursuant to the renewal process for the application.

**6 VAC 20-171-190. Renewal extension.**

- A. An extension of the time period to meet renewal requirements may be approved only under specific circumstances which do not allow private security personnel, businesses, or training schools to complete the required procedures within the prescribed time period. The following are the only circumstances for which extensions may be granted:
  - 1. Extended illness;
  - 2. Extended injury;
  - 3. Military or foreign service; or
  - 4. Any emergency temporary assignment of private security personnel by the private security services business or training school for which he is employed.
- B. A request for extension shall:
  - 1. Be submitted in writing, dated and signed by the individual or principal of a licensed entity prior to the expiration date of the time limit required for completion of the requirements;
  - 2. Indicate the projected date the person, business, or training school will be able to comply with the requirements; and
  - 3. Include a copy of the physician's record of the injury or illness or a copy of the government orders.
- C. No extension will be approved for registrations, certifications, or business licenses that have expired.
- D. Applications for additional extensions may be approved upon written request of the person, business, or training school.
- E. The private security services person, business, or training school shall be non-operational during the period of extension.

**ARTICLE 10. Application Sanctions; Exemptions, Recognition/Reciprocity**

**6 VAC 20-171-200. Denial, probation, suspension and revocation.**

- A. The department may deny a license, registration or certification in which any person or principal of an applying business has been convicted in any jurisdiction of any felony or of a misdemeanor involving moral turpitude, assault and battery, damage to real or personal property, controlled substances or imitation controlled substances as defined in Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia, prohibited sexual behavior as described in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, or firearms. Any plea of nolo contendere shall be considered a conviction for the purposes of this chapter. The record of a conviction, authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted, shall be admissible as prima facie evidence of such conviction.
- B. The department may deny a license, registration or certification in which any person or principal of an applying business or training school has not maintained good standing in every jurisdiction where licensed, registered or certified; or has had his license, registration or certification denied upon initial application, suspended, revoked, surrendered, or not renewed; or has otherwise been disciplined in connection with a disciplinary action prior to applying for licensing, registration or certification in Virginia.
- C. Any false or misleading statement on any state application or supporting documentation is grounds for denial or revocation and may be subject to criminal prosecution.
- D. The department may deny licensure to a firm for other just cause.
- E. A licensee, training school, compliance agent, instructor, registered individual shall be subject to disciplinary action for violations or noncompliance with the Code of Virginia or this chapter. Disciplinary action shall be in accordance with procedures prescribed by the Administrative Process Act. The disciplinary action may include but is not limited to a letter of censure, fine, probation, suspension or revocation.

**6 VAC 20-171-210. Exemptions, recognition/reciprocity.**

- A. The department may grant a temporary exemption from the requirements for licensing, registration or certification for a period of not more than 30 days in a situation deemed an emergency by the department.
- B. The department may recognize administrative and application requirements for licensing, registration or certification based on agreements that have been entered into with other states and approved by the board.